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FM SECSTATE WASHDC

TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE

RUEHTRO/AMEMBASSY TRIPOLI 8554

UNCLAS SECTION 01 OF 02 STATE 076970

SIPDIS

E.O. 12958: N/A

TAGS: [ATRN](#) [AMGT](#) [APER](#) [KSEP](#)

SUBJECT: MOTOR VEHICLE PROGRAM UPDATE JULY 2009

1. The Office of Logistics Management would like to advise posts of (1) a new Motor Vehicle Program Branch Chief, (2) new inventory procedures for OBO vehicles, and (3) remind posts about vehicle purchases.

2. New A/LM/OPS/SL/MV Branch Chief: Beginning July 15th, the acting branch chief for MV will be John Dockery (DockeryJC@state.gov). Daniel Hirsch is leaving MV to become the new State Vice President for AFSA.

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Accounting for OBO project vehicles  
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3. OBO project vehicles should be in ILMS, but maintaining ILMS records for these vehicles has been problematic. In discussions with OBO, OBO/CFSM/CM/CS/CON (POC Michelle Hurley, HurleyML@state.gov) has been designated as the party responsible for entering OBO information into ILMS. However, to ensure accuracy of the inventory, the following management control procedures have been agreed upon:

a) When posts receive or ship an OBO vehicle and/or clear one through customs, post MVAO (Motor Vehicle Accountable Officer) should verify that an ILMS record for the vehicle exists and is accurate. If no record exists, or if the record is inaccurate, post should notify A/LM/OPS/SL/MV and OBO/CFSM/CM/CS/CON within 5 calendar days after discovery at OBOVehicles@state.gov (POC Michelle Hurley, e-mail: HurleyML@state.Gov , tel: 703-812-2364).

b) Post GSO should notify A/LM/OPS/SL/MV at motorvehicleprogram@state.gov and OBO/CFSM/CM/CS/CON at OBOVehicles@state.gov (POC Michelle Hurley, HurleyML@state.Gov ) within 5 calendar days after purchasing a vehicle for OBO. Copies of purchase documents should be sent by email (scanned pdf attachment) to Michelle Hurley or by pouch to her at OBO/CFSM/CM/CS/CON, Room 837, SA-6. If UPS, DHL, or FedEx is used, please send to 1701 North Ft. Myer Drive, SA-6, Room 837, Arlington, VA 22209.)

c) GSO should not turn a vehicle over to OBO until an accurate ILMS record has been created.

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Purchase of Vehicles  
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4. The past few months have seen several posts

attempting to order vehicles directly through GSA, and one post soliciting bids directly from U.S. sources. Posts should be aware that vehicle purchases are a special category of procurement, and are reminded that the only office of the State Department authorized to buy vehicles through GSA is A/LM/OPS/SL/MV. Posts are not authorized to purchase vehicles through GSA, nor from any other US source. In addition, all offshore purchases by posts for vehicles other than exempted ICASS service vehicles (basically specialized and dedicated vehicles for GSO use) must be approved by A/LM/OPS/SL MV. We realize this can be frustrating, but it is requirement documented in 12 FAH-7 H-633.

15. As a service to posts, in order to facilitate MV's ability to order the vehicles posts want, posts have access to GSA catalogues. Such access is for selection and identification purposes only (note para 4). Please refer any questions to [motorvehicleprogram@state.gov](mailto:motorvehicleprogram@state.gov).

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MV contact info  
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16. MV staff can be reached via e-mail at [motorvehicleprogram@state.gov](mailto:motorvehicleprogram@state.gov). MV Staff can also be contacted individually, as per below:

Branch Chief: John Dockery 703-875-6108,  
[DockeryJC@state.gov](mailto:DockeryJC@state.gov).

EUR contact: Yolanda Ross 703-923-6111, [RossYG@state.gov](mailto:RossYG@state.gov)

EAP, NEA and SA Contact: Ed Jeter 703-923-6110,

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[JeterEL@state.gov](mailto:JeterEL@state.gov)

AF Contact: Ben Sanders 703-923-6112, [SandersB@state.gov](mailto:SandersB@state.gov)

WHA Contact: Tawana Mack 703-923-6113, [MackTR2@state.gov](mailto:MackTR2@state.gov)

MV BRANCH FAX: 703-912-8062

U.S. Mail and Pouch address:  
Department of State  
A/LM/OPS/SL/MV  
SA-7B  
Washington, D.C. 20522-0602  
ATTN: XXXXXXXX

UPS, DHL, Fed EX Address:  
Department of State  
A/LM/OPS/SL/MV  
SA-7B  
7958 Angus Court  
Springfield, Virginia 22153  
ATTN: XXXXXXXX

17. MINIMIZED CONSIDERED.  
CLINTON